

**Position:** TCNS Specialist  
**Department:** Historic Preservation  
**Supervisor:** TCNS Coordinator  
**Supervises:** No Staff  
**FLSA Status:** Non-Exempt

## **Position Summary:**

The TCNS Specialist reports to the TCNS Coordinator and is responsible for protecting and preserving sacred objects, archeological sites, significant areas of interest, and archives significant to the Sac and Fox Nation's culture and history.

## **Duties and Responsibilities:**

- Protect and Preserve the Sac and Fox Nation's Cultural Resources
- Review and consult on all TCNS notifications from both government agencies and the private industry in accordance with Section 106 reviews
- Read, analyze, and interpret historical documents, anthropological documents, archeological reports, professional journals, technical manuals, government regulations, and geographic maps
- Maintain records of TCNS projects consulted on for future access by the Historic Preservation office
- Interact with other THPO/Tribal departments and agencies to research history in identified significant geographic areas
- Develop and maintain relationships with consulting incorporations, government agencies, state SHPO offices, other THPO offices, and the National Park Service
- Attend meetings related to various projects/consultations and communicate information from the Historic Preservation office
- Advise and assist, as appropriate, Federal and State agencies and local governments in carrying out their historic preservation responsibilities, where the Sac and Fox Nation is concerned
- When appropriate, assist in archaeological surveys before construction projects commence (in accordance with Section 106 of the NHPA) in order to identify and preserve archaeological sites/properties of significance to the tribe that may be affected by an undertaking
- Maintain confidentiality of all records pertaining to the programs and sharing data only with approved personnel
- Write reports and business correspondences
- Monitor culturally significant areas on a regular basis
- Attend trainings and conferences related to tribal historic preservation
- Ability to travel, frequently, to represent the Tribe's interest in surveying, negotiations, contracts, disputes/resolutions, or other capacity

- Assist with projects and events associated with the historic preservation department
- Other duties as assigned by the TCNS Coordinator

## **Qualifications:**

- Bachelor's Degree in Geography, History, Anthropology, or Archeology and/or equivalent combination of education and practical work experience in Historic Preservation
- Ability to maintain strict confidentiality of information
- Must have knowledge of the National Historic Preservation Act (NHPA), the Native American Graves Protection and Repatriation Act (NAGPRA), the Archaeological Resources Protection Act of 1973 (ARPA), and the Executive Order 13007 Indian Sacred Site
- Ability to comprehend and abide by Tribal, federal and other relevant environmental regulations/codes
- Understand the importance of cultural preservation, and possess cultural awareness and sensitivity to all situations
- Ability to understand, gain knowledge, and appreciate the difference between various Native American cultures and customs
- Must have computer knowledge and experience with Microsoft software, GIS program capabilities and GPS Unit operation
- Must have attention to detail and high level of accuracy, must have effective communication skills both written and verbally, and must have excellent writing ability for preparing reports and correspondence
- Able to organize/prioritize multiple tasks effectively and effective organizational skills for maintaining files and other documents
- Must have excellent customer service skills, able to work with diverse groups, and have solid interpersonal skill to work well with others
- Ability to effectively present information and respond to questions from clients and the general public
- Must possess the willingness to initiate contacts with new people
- Able to travel frequently, and access areas of interest
- Must be professional in demeanor and appearance
- Must have a valid driver licenses and be insurable
- Must be able to pass a background check and drug screen
- Native American Preference/EOE/Drug Free Workplace